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## Labels & Addresses using WORD 2003

(For Mailing List Labels and Envelopes)

### Objectives:

- Create a single Envelope or Label
- Create multiple labels of the same name & address
- Create a mailing list using a table in Word
- Understand use of field name
- Sort (Alphabetize) the table
- Learn to merge the mailing list to create
  - Labels
  - Envelopes
- Change font color
- Change font style

### Single Envelope

- Click on Tools on the Menu Bar
- Click on Letters & Mailings
- Click on Envelopes and Labels
- Click on the Envelopes Tab
- In Delivery address box, type a name and address
- In the Return address box, type your name and address
- Click on the Options Tab. In the envelope size box choose size 10 (the standard business envelope) click ok.
- Click on add to document (Optional)
- Click on Print (be sure an envelope is in the printer)

### Single Label:

- Click on Tools on the Menu Bar
- Click on Letters & Mailings
- Click on Envelopes and Labels
- Click on the Labels Tab
- In Delivery address box, type a name and address
- Click on the Options Tab.
- In the products box Choose 5160 – address labels
- Click Ok
- Click on a single label
- Choose Column one and row one
- Click on print

### Multiple Labels:

- Click on Tools on the Menu Bar
- Click on Letters & Mailings
- Click on Envelopes and Labels
- Click on the Labels Tab
- In Delivery address box, type a name and address
- Click on the Options Tab.
- In the products box Choose 5160 – address labels
- Click Ok
- Click on a full page of same label
- Click on new document – If document is correct you can click on print.

Word allows you to organize your information in tables. A table contains intersecting columns and rows of information. The Columns run vertically and usually represent specific categories of information such as a person's last name. The rows run horizontally and usually contain information for a particular item. Ex. A person's name and address would be a record. The intersection of a column and row is called a *cell*. You enter data in a cell. You can use tables to alphabetize names, etc. To make the table you want to use first determine the number of field names you will need. (You can always add columns and rows to your table later)

FIELDNAME	THE NAME YOU GIVE TO THE DATA YOU WISH TO ENTER INTO A SPECIFIC COLUMN.
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### To Create a Table:

- Click on Table on the Menu Bar
- Click on Insert
- Click on Table
- Click Ok
- Move cursor to the first box on the left and click
  - Type *Title*
  - Press the TAB key
  - Type *First Name*
  - Press the TAB key
  - Type *Last Name*
  - Press the Tab key
  - Type *Address*
  - Press the Tab key
  - Type *City, St. Zip*

To adjust the size of the columns move your cursor over the square on the ruler bar (move table column) hold the left mouse button down and drag in the direction you want to go.

Type the following Names in the appropriate columns:

Remember you can move between the columns using the Tab Key

The Tab key will enter a new row

Mr. & Mrs. William Wallace	Ms. Sandy Knight	Mr. & Mrs. John Alder	Mr. Michael Smith
4587 Elm Street	321 Main Street	6985 Cedar Lane	987 Lincoln Blvd.
Mesa AZ 85347	Scottsdale, AZ 85260	Sun City, AZ 85330	Scottsdale, AZ 85260

### Save the Table as mailing list.

#### Sort.

Move the cursor inside the table and click

Click on Table on the Menu bar.

Click on Sort

Choose my list has a Header Row

Choose Last Name in sort by – this will alphabetize by the last names.

Click on OK.

Click on the Save icon on the Toolbar (it looks like a disc)

### Close Mailing List.

\*\*\*\* NOTE: The data file must be closed in order to perform a merge.

To merge the mailing list to labels using Word 2003

- ✓ Click on the new document icon on the toolbar. (It looks like a piece of paper)
- ✓ Click on Tools:
- ✓ Click on Letters & Mailings
- ✓ Click on Mail Merge Wizard
- ✓ Step One – Select type of Document
- ✓ Choose labels
- ✓ Go to Next Step – @ the bottom of the page
- ✓ Step Two – Select starting document
- ✓ How do you want to set up your Mailing labels
- ✓ Click on Labels Option and chose the label number you want
- ✓ Click on Ok
- ✓ Step Three – Select Recipients
- ✓ Click Browse and find the document Mailing List
- ✓ Click on Select all
- ✓ Click on Ok
- ✓ Step four Arrange labels
- ✓ Under More Items
- ✓ Double Click to add fields to labels
- ✓ Double Click on the field name *title*
- ✓ Press space bar once
- ✓ Double Click on *First name*
- ✓ Press space bar once
- ✓ Double Click on *Last name*
- ✓ Press the enter key once
- ✓ Double Click on *Address*
- ✓ Press the enter key once
- ✓ Click on *City-St.-Zip*
- ✓ Click on close
- ✓ Under Replicate labels.
- ✓ Click on update all labels
- ✓ Step Five Preview labels
- ✓ Step Six Complete Merge.
- ✓ Print
- ✓ To merge to envelopes, follow the same procurers except choose envelops instead of mailing labels.

On the merged document hold the control key down and press the letter A (select all)

On the Toolbar choose the font color down arrow and choose a color you like.

Then change the font to Italic's (the *I* on the toolbar)

Press the left mouse button to deselect the text.